



**NORTHWEST OHIO
CLASSICAL ACADEMY**

Position: Head of Lower School

Supervisor: Executive Director

- Lead and inspire the Lower School faculty, staff, and students by setting a strong example of integrity, excellence, and love of learning
- Collaborate with the Executive Director, Board of Trustees, and administrative team to set strategic direction and ensure the continued growth and success of the Lower School
- Serve as a member of the school's leadership team, providing insight and recommendations on school-wide policies and vision
- Ensure that the Lower School curriculum is taught with fidelity to the principles of classical education and is developmentally appropriate for young learners
- Oversee daily schedules, academic planning, and assessment practices to maintain a robust and joyful academic program
- Support faculty in curriculum development, instructional methods, and classroom management aligned with the classical tradition
- Monitor student progress and collaborate with teachers, families, and support staff to address learning challenges and promote success
- Lead the recruitment, hiring, and retention of Lower School faculty and staff, ensuring alignment with the school's mission and educational philosophy
- Provide ongoing mentorship and professional development for Lower School teachers, facilitating growth and the exchange of best practices
- Conduct regular classroom observations and performance evaluations to ensure high-quality instruction and student engagement
- Foster a nurturing and structured environment that supports both academic and moral development
- Oversee student discipline, applying policies fairly and consistently while partnering with families to support positive student behavior
- Collaborate with support staff and the administrative team to address student needs related to social-emotional development, peer relationships, and foundational academic skills
- Implement character education and age-appropriate classical virtues in daily routines and school culture



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- Maintain regular communication with families, providing updates on academic progress, classroom activities, and school-wide initiatives
- Develop strong relationships with families, promoting a partnership between school and home that supports each child's development
- Organize and lead parent meetings, orientations, and school events to foster a vibrant and informed Lower School community
- Manage the day-to-day operations of the Lower School, including scheduling, resource allocation, and classroom support
- Ensure compliance with school policies and applicable laws and regulations
- Coordinate with the Head of Upper School and other administrators to ensure alignment across grade levels and continuity of mission and culture
- Other duties as assigned